

DATE POSTED: April 20, 2021

WARREN LOCAL SCHOOL DISTRICT  
220 Sweetapple Road  
Vincent, OH 45784

**NOTICE OF VACANCY 2021-2022**

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Vacancy: Director of Curriculum and Instruction  
Qualifications: Master's degree, or higher, from an accredited college or university  
Salary: Commensurate with qualifications and experience  
Deadline: Open until position is filled

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Contact: Kyle R. Newton, Superintendent  
Warren Local Schools  
220 Sweetapple Road  
Vincent, OH 45784  
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**ALL INTERESTED APPLICANTS  
SEND NOTICE OF INTEREST,  
RESUME, REFERENCES, AND COPY  
OF LICENSE TO:**

**Vicki Lowe**  
[vicki.lowe@warrenlocal.org](mailto:vicki.lowe@warrenlocal.org)

It is the policy of the Warren Local School District that educational activities, employment, programs, and services are offered without regard to race, color, creed, national origin, citizenship status, political affiliation, age, gender, military status, ancestry or disability.

# Job Description

## Warren Local School District

**Position:** Director of Curriculum and Instruction  
**Reports To:** Superintendent  
**FLSA Status:** Administrative  
**Salary Schedule:** To Be Determined  
**Employment Status:** To Be Determined

### **General Description:**

To lead the district substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

### **Qualifications:**

1. Master's degree, or higher, from an accredited college or university.
2. At least eight years of experience in teaching and/or school administration.
3. And/or any additional qualifications, training or other credentials, as determined by the Superintendent.

### **Performance Responsibilities:**

1. Collaborates with the superintendent in carrying out more effectively the duties and responsibilities of his/her office.
2. Advises the superintendent, with input from building principals on the need for new and/or revised policies, rules and regulations in regard to the instructional program, curriculum, personnel and students.
3. Works collaboratively with building principals on teaching methods in their respective schools.
4. Directs a program of continuous improvement for all subject areas, for all levels of instruction.
5. Directs the development and continuous improvement of all courses of study, in coordination with the principals.
6. Supervises and directs the staff development program in coordination with the principals.
7. Serves as chairman of the district curriculum council and as a member of other committees as the superintendent may direct.
8. Directs and supervises the professional development programs for teachers and principals.
9. Provides administrative leadership in developing and implementing the district testing and assessment programs.
10. Leads the district in recommending, securing, and implementing all educational supplies, including, but not limited to, educational technology, and textbooks.
11. Determines the financial requirements in regard to textbooks, instructional supplies and equipment for the instructional program; also, administers the instructional appropriations as enacted by the Board in cooperation with the superintendent, principal and treasurer.

12. Formulates proposals for development, review and revision of Board policies, administrative rules and regulations for areas of responsibility.
13. Coordinates the preparation of applications for federal programs and prepares financial reports, in cooperation with the treasurer and principals, as required by state and federal agencies having jurisdiction over federal funds.
14. Assists the superintendent in an effort to communicate with residents about the instructional needs of the school system.
15. Assists in preparing, directing, and supervising the budget for all curricular and instructional program areas.
16. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
17. Attends Board of Education meetings as requested by the superintendent.

**Knowledge, Abilities, Skills:**

1. Communication skills: must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
2. Leadership ability: must be able to provide the appropriate direction guidance, and management skills to achieve the vision and mission of the district.
3. Reasoning ability: must be able to define problems, collect data, establish facts, and draw valid conclusions.
4. Technology skills: Must have the ability to use computer technology to communicate, research and present information.
5. Must be able to transport between buildings, district and cities.
6. Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all students.
7. Is able to accept constructive criticism profitably.
8. Demonstrates professional tact, diplomacy and presentation with administrators, staff, teachers, parents and the community.
9. Is conscientious and assumes responsibility for own work performance.
10. Anticipates problems and unforeseen events.
11. Demonstrates an ability to make decisions when required.
12. Demonstrates loyalty to the administrative team.
13. Possesses good health, high moral character and good attendance record.
14. Serves as a role model for students in the belief in and practice of ethical principles and democratic values, while maturing as a responsible, intelligent human being.
15. Participates in appropriate professional organizations and their activities.

**Other Duties and Responsibilities:**

Assumes other responsibilities as assigned by the superintendent.

**Additional Working Conditions:**

1. Frequent work that may extend beyond the normal workday.
2. Occasional exposure to blood, bodily fluids and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children/adults.
5. Many situations that require hand motion, e.g., computer keyboard, typing, and writing.
6. Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
7. Occasional requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds.

The job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the superintendent or designee.

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Principal/Supervisor

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the contents of my job description.

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Signature

Date

Board Approved: \_\_\_\_\_

Revised: \_\_\_\_\_

pc: Personnel File